BILL NO. S-96-06-18

SPECIAL ORDINANCE NO. S-45-96

AN ORDINANCE of the Common Council ratifying a Letter of Agreement for employees of the City of Fort Wayne/Civil City represented by the OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325.

WHEREAS, Common Council is required to approve all collective bargaining decisions with regard to annual pay and monetary fringe benefits; and

WHEREAS, Common Council previously passed Ordinance S-22-96 ratifying a three year contract (1996, 1997 and 1998) for employees of the City of Fort Wayne/Civil City represented by the OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325; and

WHEREAS, a Letter of Agreement has been reached by and between the City of Fort Wayne and the OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325 reorganizing the Office Services Department; and

WHEREAS, this ordinance is necessary to approve and ratify the Letter of Agreement by and between the City of Fort Wayne and the OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325 reorganizing the Office Services Department; and

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. The Letter of Agreement by and between the City of Fort Wayne and the OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325, a copy of which is attached hereto and marked Exhibit "A" and incorporated herein, is hereby approved and ratified to reflect the following changes:

FROM	TO
General Utility Clerk III	Copy Center Operator
Utility Clerk II	Clerk/Bookkeeper
General Utility Clerk II	Office Supply and Mail Clerk
General Utility Clerk III	Mail Center Operator

The Office Supply and Mail Clerk position will receive an equity increase of eight percent (8%) tot he base wages effective January 1, 1996.

SECTION 2. That this ordinance shall be in full force and effect from and after its passage, and any and all necessary approval by the Mayor.

John N. Crawford
Council Member

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay /dcb
J. Timothy McCaulay, City Attorney

LETTER OF AGREEMENT

BETWEEN

THE CITY OF FORT WAYNE AND OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL 325

JUNE 13, 1996

OFFICE SERVICES REORGANIZATION

It is hereby agreed by and between the City of Fort Wayne and the Office & Professional Employees International Union, Local 325 that, the Office Services Department and its positions be reorganized to better identify their responsibilities.

Position #1 Copy Center Operator (old title Gen. Utility Clerk III/Copy Center Operator)

Position #2 Clerk/Bookkeeper (old title Utility Clerk II)

Position #3 Office Supply and Mail Clerk (old title General Utility Clerk II)

Position #4 Mail Center Operator (old title Gen. Utility Clerk III/Mail Center Operator)

It is also agreed by the City and the Union that, the Office Supply and Mail Clerk will receive an equity increase of eight percent (8%) to the base wages due to the added responsibilities effective January 1, 1996.

FOR THE CITY:

J. Timothy McCaulay

J. Timothy McCaulay
City Attorney

Payne D. Brown

Payne D. Brown
Director of Public Safety/Human Resources

FOR THE UNION:

Eric Harris

Eric Harris
President

Robert Colestock
Union Business Representative

Read the first time in full and on motion by Crawford, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Council Conference Room 128, City-County Building, Fort Wayne,, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ M.,E.S.T.

DATED: 6-25-96

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Crawford, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	6			3
BENDER	✓			
CRAWFORD	✓			
EDMONDS				✓
HALL	✓			
HAYHURST	✓			
HENRY	✓			
LUNSEY				✓
RAVINE				✓
SCHMIDT	✓			

DATED: 7-9-96

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ (GENERAL) (SPECIAL) ~~(ZONING)~~ ORDINANCE ~~RESOLUTION~~ NO. G-45-96 on the 9th day of July, 19 96

ATTEST: (SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

D D Schmidt
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 10th day of July, 19 96, at the hour of 11 00 o'clock A.M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 10th day of July, 19 96, at the hour of 1:30 o'clock P M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

The City of Fort Wayne

Paul Helmke, Mayor

June 21, 1996

To the Members of Common Council:

This request is made to change the OPEIU Contract to reflect the splitting of labor contracts between the city and the utility. Title changes were necessary for the city side of this Contract. The four jobs left in City OPEIU no longer require the title "Utility". We are proposing that the job titles be changed

From:	To:
Utility Clerk II	Clerk/Bookkeeper
General Utility Clerk III/Copy Center Operator	Copy Center Operator
General Utility Clerk III/Mail Center Operator	Mail Center Operator
General Utility Clerk II	Office Supply/Mail Clerk

The Mail Clerk Position was eliminated and delivery and pickup of mail was outsourced to Post Masters (a division of Anthony Wayne Services) who picks up our mail, sprays a delivery point barcode and takes to the Post Office. We save approximately five cents per piece using this service. The US Postal Service is delivering the mail to the building eliminating the need for this person to make three trips a day to the post office. The balance of the duties required in that job were split between the Mail Center Operator and the Office Supply/ Mail Clerk, increasing their level of responsibility. In doing so, we are asking for an 8% increase for the Office Supply/Mail Clerk position.

Salary Justification for Requested Increase:

Elimination of Mail Clerk Position		8% Increase requested	
@ $9.49 X 2096 hours =	$19,891	Office Supply/Mail Clerk	
FICA =	1,522	$10.396 @ 8% = $ .83 increase	
PERF =	1,751	$ .83 x 2096 hours =	$1,739.68
Insurance =	3,500	FICA/PERF @	$280
TOTAL	**$26,664**	**$2,020 Cost of increase**	

Yearly Savings Realized by approval of above change: $24,644

Respectfully submitted,

Dee Densel, Director
City Purchasing

DIGEST SHEET

TITLE OF ORDINANCE SPECIAL ORDINANCE

DEPARTMENT REQUESTING ORDINANCE OFFICE SERVICES/LAW DEPARTMENT/HUMAN RESOURCES

SYNOPSIS OF ORDINANCE APPROVES LETTER OF AGREEMENT BETWEEN CITY OF FORT WAYNE AND OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325 REORGANIZING THE OFFICE SERVICES DEPARTMENT.

EFFECT OF PASSAGE LETTER OF AGREEMENT IS APPROVED.

EFFECT OF NON-PASSAGE LETTER OF AGREEMENT IS NOT APPROVED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS

ASSIGNED TO COMMITTEE (PRESIDENT) _____

BILL NO. S-96-06-18

REPORT OF THE COMMITTEE ON
FINANCE
THOMAS C. HENRY - JOHN N. CRAWFORD - CO-CHAIR
ALL COUNCIL MEMBERS

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ of the Common Council ratifying a Letter of Agreement for employess of the City of Fort Wayne/Civil City represented by the OFFICE & PROFESSIONAL EMPLOYEES INTERNATIONAL UNION LOCAL #325

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC

DATED: 7-9-96

Sandra E. Kennedy
City Clerk